

YMCA Geelong- Administration of Medication in Children's Services Policy



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Policy Number	Date Approved	Date Last Amended	Status
YG 156-O	25/09/2025	25/09/2025	APPROVED

1. ADMINISTRATION OF MEDICATION IN CHILDREN'S SERVICES POLICY

2. INTRODUCTION

The Administration of Medication Policy has been developed to meet the requirements of the Education and Care Services National Regulations (2011). It also fulfills the YMCA's goals, mission and vision in providing a safe environment for our service community. This policy outlines the key requirements of safe, supportive and effective administration of medication and assists our legal and moral obligation to ensure the ongoing safety and protection of children in our care. The YMCA acknowledges the shared responsibility and collaboration between families, children and Educators to ensure individual children's ongoing or preventative health needs are met and supported.

3. POLICY

Medication must be administered in accordance with all legislative requirements as outlined in the Education and Care Services National Law Act 2010 and Regulations 2011, including but not limited to;

- Regulation 92** Medication Record
- Regulation 93** Administration of Medication
- Regulation 94** Exception to authorization requirement- anaphylaxis or asthma emergency
- Regulation 95** Procedure for administration of medication
- Regulation 96** Self-administration of medication

By enacting YMCA procedures in Administration of First Aid and Medication, Hazard Management and Incident Reporting and Investigation and First Aid Management Procedure, the Nominated Supervisor and/or Person with Management and Control of the Service must ensure;

- Medication that is used to treat or prevent a medical condition (including, prescription, over the counter and homeopathic medications) must not be administered to a child at a service without authorisation by a parent/guardian or person with the authority to consent to administration of medication to the child as stated on the enrolment form.

- Clear systems and procedures are in place to receive, administer and safely store medication at the Education and Care Service and local safe work practices are evaluated regularly. Refer to YG 156A-O Administration of Medication in Children's Service Procedure.
- Clear information is available and communicated to families regarding their obligations to ensure the safe administration of medication to their children

3.1 Educator Requirements

All Educators receiving or administering medication must ensure medication is administered;

- From its original container with a current or in date expiry or use by date
- With clear administration dosages that are age appropriate for the relevant child and that the medication is being used for the purpose it is intended
- In accordance with any written instructions outlined on the **Authority to Administer Medication Form** / a medical management plan or instructions attached to the medication or provided by a registered medical practitioner
- For prescribed medications by a registered medical practitioner, medications will only be administered from a container that bears the original dispensing label with the name of the child to whom it is prescribed
- With a second person checking the details and dosage of the medication and witnessing its administration
- Details of the administration must be recorded in the medication record and signed by both staff
- When administering medication one staff must administer and check, a second staff must also check the dosage of medication and the identity of the child who the medication is being administered.
- Agency relief staff will only administer medication under full supervision of a YMCA staff member. Students and volunteers are at no time allowed to receive medication from a parent/guardian or administer the medication.
- If a child arrives and appears unwell, Educators may ask parents to take their child home and provide a clearance from a registered medical practitioner before the child can return to the service.

3.2 Skin Conditions Medication and Creams

- In the case of ongoing requirements for skin conditions, Educators may administer skin condition medication and creams as a preventative measure where required by parents/guardians
- A medical management plan, outlining the administration requirements, must be provided, including a demonstration to staff on how and where to administer the skin conditions medication or cream
- Where medication or cream is provided in an ongoing preventative basis, parents will be required to complete a medical management plan, which may include a letter from the child's health professional in regards to the continued use of the medication.
- Where medication is provided to treat rather than prevent (for example, creams for nappy rash), parents/guardians must still complete an Authorisation to Administer Medication form as usual.

3.3 Emergency Provision

3.31 Exception to authorisation requirement- anaphylaxis or asthma; (compliance with Regulation 94):

- In the case of an anaphylaxis or asthma emergency, medication may be administered to a child without an authorization
- The Nominated Supervisor or person currently in charge of the service will oversee the emergency Administration of Medication to ensure the safety and wellbeing of the child, and ensure the parent/guardian of the child and emergency services are notified as soon as practicable

3.3.2 Authorised administration with verbal consent (compliance with Regulation 93):

- In case of an emergency, administration of medication is authorised if verbal consent is obtained from a parent or person named in the child's enrolment record as authorised to consent to administration of medication. If this person cannot be contacted, a registered medical practitioner or medical emergency services can provide verbal consent. If medication is administered to a child based on verbal consent from a registered medical practitioner or medical emergency services, the Y must ensure written notice is given to a parent or other family member as soon as practicable.

3.4 Storage and Transportation of Medication

The Nominated Supervisor or Supervisor present and in charge of the service must ensure;

- All Auto Injection Devices, asthma and other medications are kept in a clearly labeled medication container out of reach of children
- All staff are aware of the location(s) of the storage of medication
- Medication that needs refrigeration is kept in a fridge
- In instances where Routine outings or excursions are planned, medication must be in a clearly labeled thermo-regulated storage pack suitable for transporting medication.

3.5 Self-Administration of Medication

A service may permit an over preschool aged child to self-administer medication if an ongoing health issue or situation requires it. Where an individual circumstance requires self-administration of medication, the parent/guardian or authorised nominee must complete the Authorisation to Administer Medication form. The parent/guardian or authorised nominee must state "self-administer" in the Method of Administration column when completing the medication record. A risk minimization plan and a medical management plan will be developed with the parent/guardian and child.

When a child self-administers medication they must;

- Inform a staff member to collect the medication from the agreed appropriate storage location

- Two staff members must witness and check the administration of medication including dosage
- The medication record must be completed by staff upon completion of the child self-administering the medication.
- The parent/guardian or authorised nominee signs the Administration of Medication Form when the child is collected from the service.

The self-administration of medication will most commonly be used for Asthma and Diabetes medication or other medications that parents and Educators together deem appropriate.

3.6 Parent/Guardian or Authorised Nominee Requirements

To assist the YMCA in the safe administration of medication, the Nominated Supervisor of a service must ensure the following responsibilities are met by Parents/Guardians or other Authorised Nominees;

- Full disclosure of all relevant information that is required to manage the medical or health condition during the time the child attends the service, including status of the child's health and details of possible side effects of the medication and any allergy reports, asthma plans or details of ongoing conditions and/or treatment.
- Officially transfer the holding of the medication and authorised the YMCA to administer the medication by completing the Administration of Medication Form upon arrival at the service.
- When collecting their child at the end of a service period ie: Vacation care program or the end of year for Before /After school, parents must collect medication for the Responsible Person at the Service.
- Sick children who are receiving medication must have completed a full dose over a 24-hour period before returning to the service.
- Completion of a medical management plan for the administration of preventative or ongoing medications. This will be reviewed every 3 months or within the agreed time frame., **However for stand alone Vacation Care programs (Geelong and District YMCA Vacation Care Program – All parents and guardian will be required to complete an Authority to Administer Medication Form for each child for each program- Autumn/Winter, Spring and Summer).**
- The education and care service can request a written confirmation of medical health information from a child's medical practitioner via the parent/guardian where a previous formal diagnosis has not been made by a medical practitioner.
- Other medications to be administered other than prescription medication (including natural remedies and over the counter medication) must be in writing from a health care professional/pharmacist stating all details as listed above in accordance with the Education and Care Services National Regulations.

4. DEFINITIONS

Medication: a drug or other form of medicine that is used to treat or prevent disease.

Auto Injection Device: a medical device designed to deliver a single dose of a particular drug. In Children's Services, this is most typically called an EpiPen or Anapen and contains adrenaline to combat the life-threatening anaphylactic reaction.

Medical Management Plan: a written plan that outlines the requirements of managing a child's particular illness, condition or disease.

Authority to Administer Medication Form: a form with outlined the medication, child's name, dosage, frequency of dosage and parents authorisation and contains a section for the Educators to completed when medication is administered.

Risk Mitigation Plan for Anaphylaxis or Asthma and Allergy/Asthma Plan: medical plans that outlined the step by step approach to dealing with a medical situation.

RP- Responsible Person

5. SCOPE

The scope of this policy applies to all approved Children's Services that operate under the Education and Care Services National Regulations, 2011. This includes Before and After School Care Services and Vacation Care conducted by YMCA Geelong.

6. ROLES AND RESPONSIBILITIES

Department/Area	Role/Responsibility
Operations	YMCA Nominated Supervisor and/or service Management will oversee the implementation and service adherence to this policy (ie policy compliance). Nominated Supervisor and/or Person with Management and Control will seek individual community feedback and facilitate an active consultation process with service users as appropriate. All Educators are responsible for the daily implementation of the policy when directly supervising children.
Community Programs Co-ordinator	Is responsible for ensuring suitable resources and support systems to enable compliance with this policy. Drive the consultation process and provide leadership and advice on the continuous improvement of the policy.
Community Programs Co-ordinator	Responsible for the development, monitoring and review of the Policy and related systems, ensuring all content meets all legislated requirements. Facilitate annual policy training to Children's Services Educators on the appropriate implementation and use of policy.
CEO	Approve the Policy Provide official sign off on the Policy

7. MONITORING, EVALUATION AND REVIEW

The Administration of First Aid in Children's Services Policy will be reviewed every 12 months from the date of initial approval and every three years thereafter in accordance with the YMCA Geelong Policy Framework and National Quality Framework.

The ongoing monitoring and compliance to this policy will be overseen by Community Programs Co-ordinator. Each program will complete an annual self-assessment against this policy and the legislated standards from which it was drawn. The National Quality Framework Ratings and Assessment process, and Service Approval conditions, will also assist in the external audit and monitoring of the policy, by delegates of the Department of Education and Early Childhood Development.

8. SUPPORTING DOCUMENTS (LINKS TO PROCEDURES, LEGISLATION, FORMS, WORK PRACTICES)

1. [Victorian Early Years Learning and Development Framework \(VEYLDF\)](#)
2. [National Early Years Learning Framework \(EYLF\)](#)
3. [My Time, Our Place: Framework for School Age Care in Australia](#)
4. [Education and Care Services National Law Act](#)
5. [Education and Care Services National Regulations 2011](#)
6. **YMCA Policy and Procedures**
 - a. [YMCA Occupational Health and Safety Policy](#)
 - b. [YMCA First Aid Management Procedure](#)
 - c. [YNET Hazard Management Procedure](#)
 - d. [YMCA Incident Reporting and Investigation Procedure](#)
 - e. [YNET Policy Library](#) including;
 - i. Medical Conditions in Children's Services Policy
 - ii. Administration of First Aid in Children's Services Policy
7. **YMCA Forms and Resources**
 - a. [YMCA Forms for Incident Reporting](#)
 - b. [DEECD Serious Incident Notification Form](#)
 - c. [Medication Record](#)
 - d. [Accident Incident Illness Injury Trauma Record Form \(First Aid Form\)](#)
 - e. [General Hazard Identification Report Form](#)
8. **Other Resources**
 - a. [Australian Society of Clinical Immunology and Allergy \(ASCIA\)](#)
 - b. [Diabetes Australia](#)

9. DOCUMENT HISTORY

Approved by: Chief Executive Officer

Effective date: 04/04/2014

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Policy Owner: Katelyn Hancock, SHP Co-ordinator

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Amendment history:

Version	Date	Author	Change Description
V1	July 2011	Kimberley Maher	Document created
V2	July 2012	Kimberley Maher	Reviewed
V3	04/04/2014	Shona Eland	Uploaded to YMCA Geelong Policy Template included scope, monitoring and evaluation clauses.
V4	20/3/2017	Kimberley Maher	Policy reviewed – no changes made
V5	25/09/2025	Katelyn Hancock	ADDED Clause 3.4 Authorised administration with verbal consent

As Adopted and reviewed by the YMCA of Geelong Inc on 25/09/2025



Chief Executive Officer YMCA Geelong Inc.